

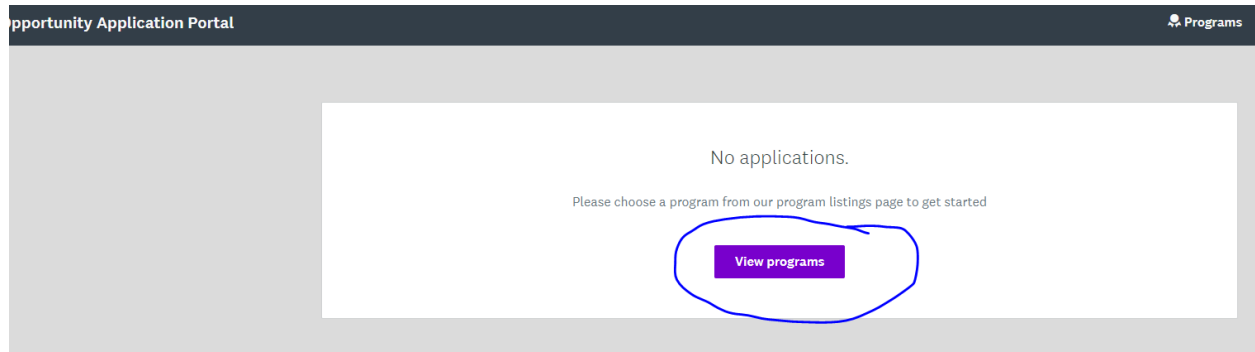
Go to <http://apply.osa.org/prog/SENIORMEMBER>

Click on “LOG IN” and select “Optica Login”

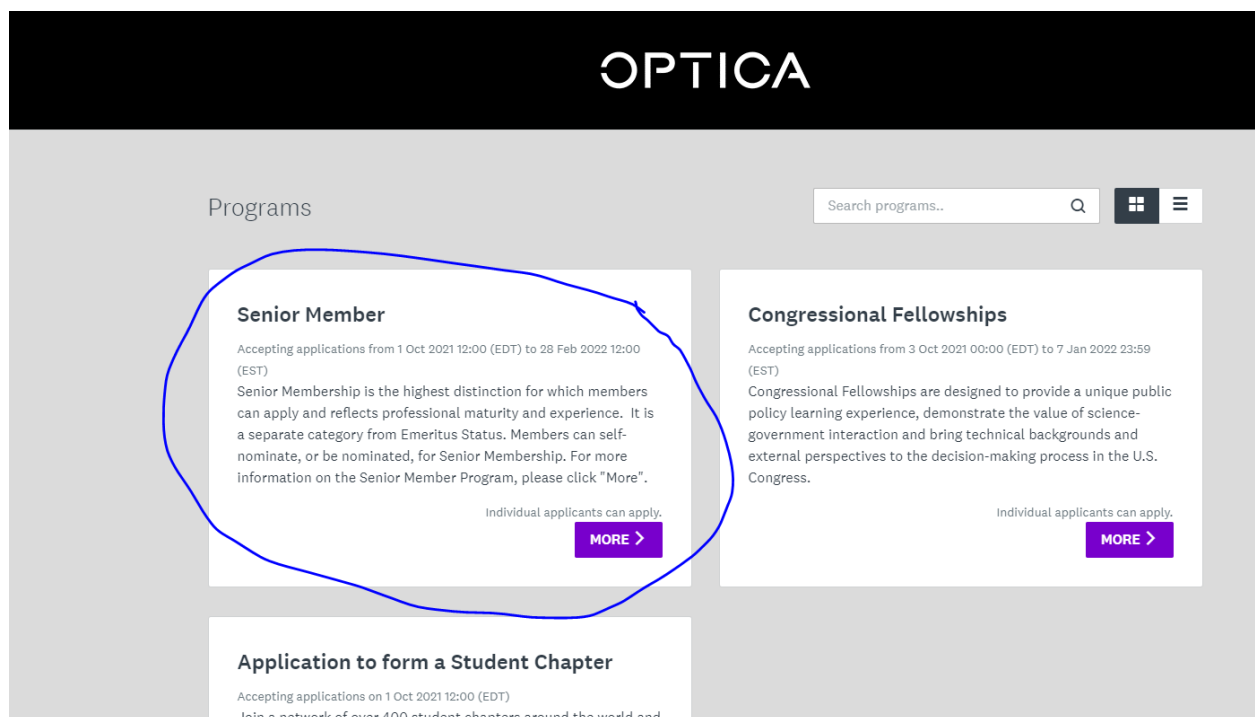
The screenshot shows a web browser window with the URL apply.osa.org/prog/seniormember/. The browser's address bar and tabs are visible at the top. The page header features the OPTICA logo and the text "OPPORTUNITY APPLICATION PORTAL". A "Log In" dropdown menu is open, showing "Optica Login" and "SurveyMonkey Apply". The main content area is divided into two columns. The left column is titled "Senior Member" and contains the following text: "Optica Senior Membership provides established individuals with the opportunity to request a designation that recognizes their experience and professional accomplishments or service within the optics and photonics field. Senior Membership is the highest distinction for which members can apply and reflects professional maturity and experience. It is a separate category from Emeritus Status. Members can self-nominate, or be nominated, for Senior Membership." Below this, it states: "To qualify for Senior Membership, individuals should have at least 10 years of cumulative professional experience (since completion of the first degree) in optics and/or optics-related field and be an active member with a minimum of five years of cumulative professional membership (Student Membership not included). [View Senior Member criteria.](#)" The final paragraph reads: "Members who meet the qualification criteria are encouraged to request the Senior Member designation. Members can also nominate candidates for Senior Membership (with the exception of Student Members). [View Nomination/Reference Guide.](#)" The right column contains a box with the following information: "Open to Individual applicants can apply.", "Opens 1 Oct 2021 12:00 (EDT)", and "Deadline 28 Feb 2022 12:00 (EST)".

The screenshot shows the login form on the Optica website. At the top, the OPTICA logo is displayed. Below the logo is a white login box with the following fields and elements: a "Username" label, a text input field containing "sbendoraitis@opitca.org", a "Password" label, a password input field with masked characters, and a green "LOG IN" button.

You will be sent to a home screen for your applications. If you have applied for a program within the system, it will appear here. If not, please click on “View programs.”



Find the Senior Member Program and click “more.”



Then click on “apply” to create an application.

OPTICA

Senior Member

Optica Senior Membership provides established individuals with the opportunity to request a designation that recognizes their experience and professional accomplishments or service within the optics and photonics field. Senior Membership is the highest distinction for which members can apply and reflects professional maturity and experience. It is a separate category from Emeritus Status. Members can self-nominate, or be nominated, for Senior Membership.

To qualify for Senior Membership, individuals should have at least 10 years of cumulative professional experience (since completion of the first degree) in optics and/or optics-related field and be an active member with a minimum of five years of cumulative professional membership (Student Membership not included). [View Senior Member criteria](#).

Members who meet the qualification criteria are encouraged to request the Senior Member designation. Members can also nominate candidates for Senior Membership (with the exception of Student Members). [View Nomination/Reference Guide](#).

APPLY

Open to

Individual applicants can apply.

Opens

1 Oct 2021 12:00 (EDT)

Deadline

28 Feb 2022 12:00 (EST)

This will take you to your application dashboard. Click on “nomination”

0 of 2 tasks complete

Last edited: 16 Dec 2020 16:33 (EST)

REVIEW **SUBMIT**

Deadline: 28 Feb 2021 12:00 (EST)

Senior Member [🔗](#) 👁️ Preview ⋮

6300076095

APPLICATION ACTIVITY

Your tasks

- Nomination** >
- Eligibility >

Since you are nominating another member, please click “someone else” and provide their name in the box below. Then click “Mark as Complete.”

Senior Member
8122013363
ID: 8122013363

Nomination

Eligibility

0 of 2 tasks complete

Last edited: 16 Dec 2020 16:42 (EST)

REVIEW SUBMIT

Deadline: 28 Feb 2021 12:00 (EST)

Nomination

Form for "Nomination"

Are you nominating someone else or yourself?

Someone Else

Yourself

If you are nominating someone else, please provide their first and last name.

SAVE & CONTINUE EDITING MARK AS COMPLETE

Next, click on "Eligibility"

0 of 2 tasks complete

Last edited: 16 Dec 2020 16:33 (EST)

REVIEW SUBMIT

Deadline: 28 Feb 2021 12:00 (EST)

Senior Member [6300076095](#)

Preview

APPLICATION ACTIVITY

Your tasks

Nomination

Eligibility

Complete the three questions regarding eligibility for the member you are nominating and then click on "mark as complete."

← Back to application

Eligibility

⋮

Task instructions [Hide](#)

Optica Members may nominate themselves or other members as candidates for Optica Senior Membership. Nominations for Senior Membership are not confidential. We suggest that a nominator should work directly with the nominee to obtain the necessary information to complete the designation submission

If you are nominating someone, please fill out the form below for the nominee.

Form for "Senior Member Eligibility"

Are you an Optica member?

Yes

No

Do you have at least 10 years of professional experience (since completion of first degree)

Yes

No

Do you have a minimum of five years of cumulative individual membership? (Does not include student membership)

Yes

No

SAVE & CONTINUE EDITING
MARK AS COMPLETE

← Back to application

Senior Member

⋮

Senior Member

2830753452

ID: 2830753452

✓ Nomination
➤ Eligibility

1 of 2 tasks complete

Last edited: 21 Oct 2021 16:42 (EDT)

REVIEW
SUBMIT

Deadline: 28 Feb 2022 12:00 (EST)

If you click on "back to the application," you can see a green checks on your completed tasks and tasks that need to be completed under "your tasks."

0 of 4 tasks complete

Last edited: 16 Dec 2020 16:45 (EST)

REVIEW
SUBMIT

Deadline: 28 Feb 2021 12:00 (EST)

Senior Member [🔗](#)
👁️ Preview ⋮

8122013363

APPLICATION ACTIVITY

Your tasks

- Contact Information
➤
- Upload CV/Resume
➤
- Request 2 Recommendations
➤
- Personal Narrative/Statement
➤

Previous tasks

- ✓
Nomination
➤
- ✓
Eligibility
➤

Click on "Contact Information" to fill out the next form with the member's information that you are nominating. Please remember that nominations for Senior Membership are not confidential. You can work directly with the nominee to obtain the necessary information to complete the designation submission. A student member is not eligible for Senior Membership and cannot serve as a reference.

0 of 4 tasks complete

Last edited: 16 Dec 2020 16:45 (EST)

REVIEW SUBMIT

Deadline: 28 Feb 2021 12:00 (EST)

Senior Member [🔗](#) 👁️ Preview ⋮

8122013363

APPLICATION ACTIVITY

Your tasks

- Contact Information
- Upload CV/Resume
- Request 2 Recommendations
- Personal Narrative/Statement

Previous tasks

- Nomination
Completed on: 16 Dec 2020 16:43 (EST)
- Eligibility
Completed on: 16 Dec 2020 16:45 (EST)

Click "Mark as Complete" when done. Then click "submit" on the next page.

Opportunity Application Portal Programs

Senior Member
2830753452
ID: 2830753452

- Contact Information
- Upload CV/Resume
- Request 2 Recommendations
- Personal Narrative/Statement

0 of 4 tasks complete

Last edited: 21 Oct 2021 16:45 (EDT)

REVIEW SUBMIT

Deadline: 28 Feb 2022 12:00 (EST)

Task instructions [Hide](#)

If you nominating another member, please fill out their contact information below.

Form for "Contact Information"

This is my form.

First Name

Last Name

Email

Nationality

- Another race, ethnicity, or origin
- Asian - For example: Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese
- Black or African Descent - For example: Ethiopian, Haitian, Jamaican, Nigerian, Somali
- Indigenous - For example: Aboriginal, American Indian or Alaska Native, First Nation
- Latinx - For example: Brazilian, Columbian, Cuban, Dominican, Mexican, Puerto Rican, Salvadoran
- Middle Eastern or North African - For example: Algerian, Egyptian, Iranian, Lebanese, Moroccan, Syrian
- Prefer Not to Answer
- White or European Descent - For example: English, French, German, Irish, Italian, Polish

Organization

Next complete the “Upload CV/Resume” page

The screenshot displays a user interface for a Senior Member with ID 8122013363. On the left, a progress bar shows '1 of 4 tasks complete' with a blue bar. Below the bar, it states 'Last edited: 17 Dec 2020 08:52 (EST)'. There are two buttons: 'REVIEW' and 'SUBMIT'. At the bottom left, the 'Deadline: 28 Feb 2021 12:00 (EST)' is shown. The main content area has tabs for 'APPLICATION' and 'ACTIVITY'. Under 'Your tasks', there is a list of four items: 'Contact Information' (completed on 17 Dec 2020 08:52), 'Upload CV/Resume' (highlighted with a red circle), 'Request 2 Recommendations', and 'Personal Narrative/Statement'. Under 'Previous tasks', there are two items: 'Nomination' (completed on 16 Dec 2020 16:43) and 'Eligibility' (completed on 16 Dec 2020 16:45).

The CV/Resume can be in the following formats: PDF, Doc, Docx. Once uploaded, click “mark as complete.” Next click on “request 2 recommendations” for the next form.

Senior Member
2830753452
ID: 2830753452

Contact Information

Upload CV/Resume

Request 2 Recommendations

Personal Narrative/Statement

2 of 4 tasks complete

Last edited: 21 Oct 2021 17:01 (EDT)

REVIEW SUBMIT

Deadline: 28 Feb 2022 12:00 (EST)

Request 2 Recommendations

Task instructions [Hide](#)

To complete the your application, **two letters** of reference are required.

Active Optica Members must provide an endorsement statement in support of the member applying for Senior Membership. An optional employer reference can also be submitted in support of the candidate.

Please provide the name, email and a quick message to the person you are asking to be a reference.

Here is a sample message for a self-nomination:

"I have applied for the Optica, Formerly OSA, Senior Member designation. Would you be willing to write a reference letter for me? You can find out more information about the program here: https://www.osa.org/en-us/membership/distinguished_honorary/senior. Thank You."

Here is a sample message when nominating another member:

"I am submitting (member's name here) for the Optica Senior Member designation. Would you be willing to write a reference letter for them? You can find out more information about the program here: https://www.osa.org/en-us/membership/distinguished_honorary/senior. Thank you."

For more information regarding recommendation letters, please visit our [Senior Member Nomination/Reference Guide](#).

REQUEST A RECOMMENDATION

Two letters of recommendation from active Optica members are required to complete the application. An employer recommendation can also be included in the application. Sample letters can be found in the [Reference Guide](#) and sample email messages are provided to send to references on this form.

As the nominator, you can submit a reference letter for the nominee but it will need to be emailed to seniormember@optica.org

Unfortunately, the system default will not allow you to be both a reference and the submitter of the application.

Click on “request a recommendation” and the form below will pop up. Please complete for each individual you are requesting a reference from:

Send recommendation

i Task instructions [Hide](#)

To complete the your application, **two letters** of reference are required.

Active Optica Members must provide an endorsement statement in support of the member applying for Senior Membership. An optional employer reference can also be submitted in support of the candidate.

Please provide the name, email and a quick message to the person you are asking to be a reference.

Here is a sample message for a self-nomination:

"I have applied for the Optica, Formerly OSA, Senior Member designation. Would you be willing to write a reference letter for me? You can find out more information about the program here: https://www.osa.org/en-us/membership/distinguished_honorary/senior. Thank You."

Here is a sample message when nominating another member:

"I am submitting (member's name here) for the Optica Senior Member designation. Would you be willing to write a reference letter for them? You can find out more information about the program here: https://www.osa.org/en-us/membership/distinguished_honorary/senior. Thank you."

For more information regarding recommendation letters, please visit our [Senior Member Nomination/Reference Guide](#).

First name

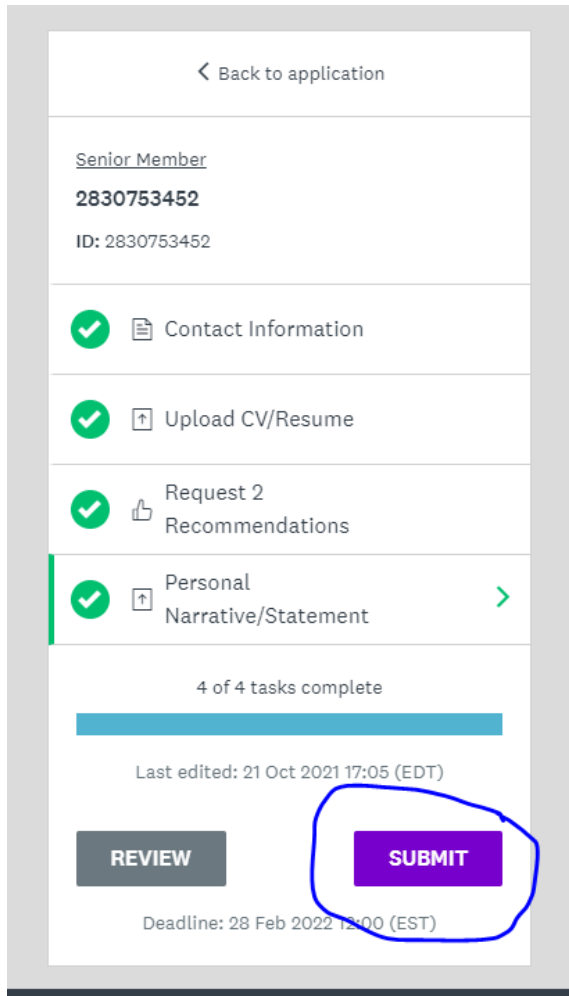
Last name

Email

You will see the two references listed that have been emailed and click "mark as complete." Next, open the "personal narrative/statement" form:

The image shows a two-panel web interface. The left panel is a sidebar with a 'Back to application' link at the top. Below it, the user's profile is shown as 'Senior Member' with ID '2830753452'. A list of tasks follows: 'Contact Information' (checked), 'Upload CV/Resume' (checked), 'Request 2 Recommendations' (checked), and 'Personal Narrative/Statement' (not checked, circled in blue). A progress bar indicates '3 of 4 tasks complete'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, and a deadline of '28 Feb 2022 12:00 (EST)'. The right panel is titled 'Personal Narrative/Statement' and contains task instructions: 'Please upload a 1-page narrative/personal statement describing your own/the candidate's significant professional and/or service performance.' It also includes a link to a 'Senior Member Nomination/Reference Guide' and a large 'ATTACH FILE' button. A 'MARK AS COMPLETE' button is located at the bottom right of the main content area.

Accepted formats are PDF, Doc, and Docx. For examples of statements, please visit the [Nomination Guide](#). Attach the personal narrative/statement for your nominee and then click “mark as complete.”



< Back to application

Senior Member
2830753452
ID: 2830753452

- ✓ Contact Information
- ✓ Upload CV/Resume
- ✓ Request 2 Recommendations
- ✓ Personal Narrative/Statement >

4 of 4 tasks complete

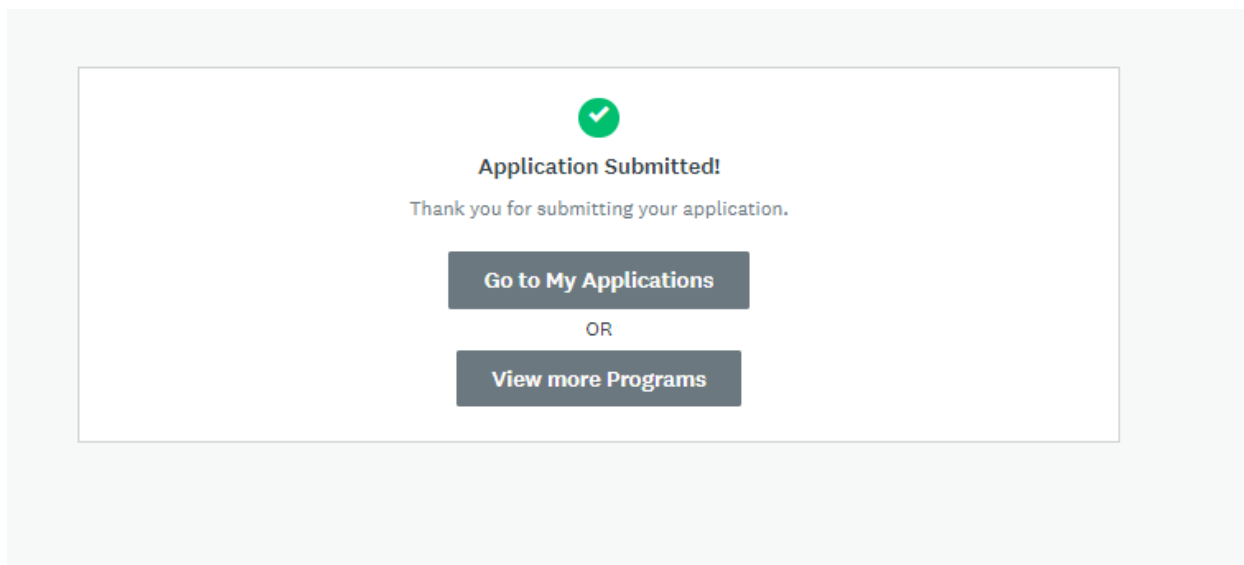
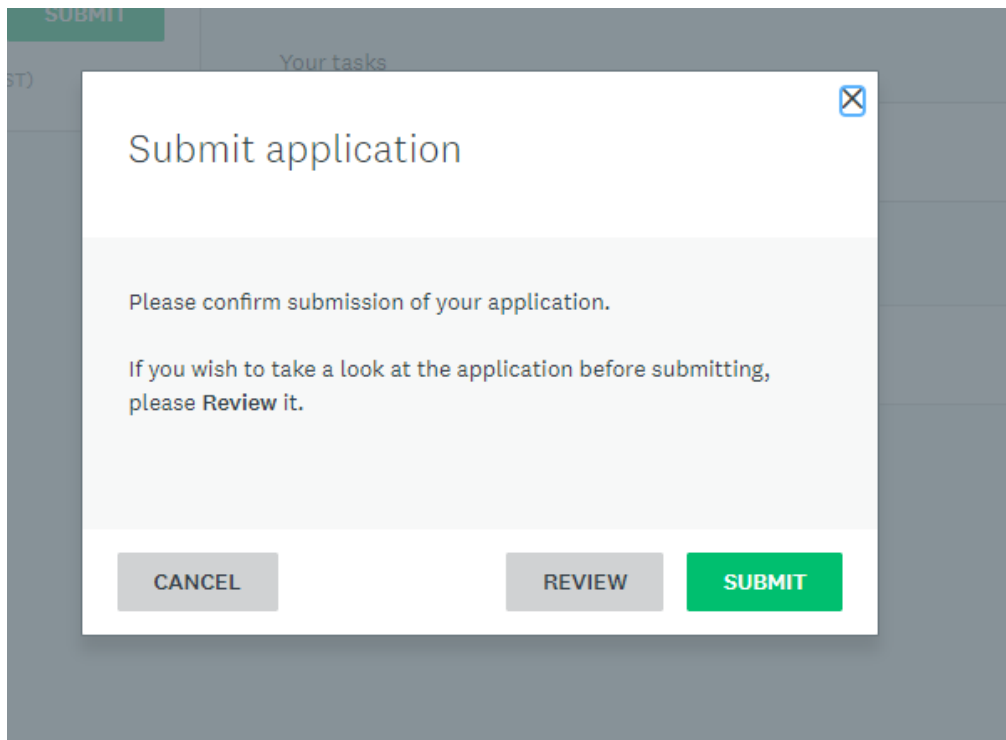
Last edited: 21 Oct 2021 17:05 (EDT)

REVIEW SUBMIT

Deadline: 28 Feb 2022 12:00 (EST)

All of the tasks and forms are now complete. Click “submit.” You will then be prompted to review or submit the application.

Once you have clicked “submit” you can not change the application in the system. You would need to contact seniormember@optica.org to have the application changed once it has been submitted.



When the reference letters have been uploaded, you will receive the following notification:

Opportunity Application Portal

Dear Sara Bendoraitis,

[REDACTED] has accepted your request to provide a recommendation for your application, **2830753452**, for the following program, **Senior Member**.

Click the following link to access your application.

Thank you,
Terence Rooney

[View Application](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://apply.osa.org/sub/25173088/>